

POLICE TECHNICAL SERVICES MANAGER*Class Definition*

Under direction, manages the operation of the Police Department's Technical Services Bureau.

Distinguishing Characteristics

Police Technical Services Manager is a non-sworn, bureau manager in the Police Department. The incumbent plans, schedules, and supervises the activities of subordinates involved in the investigation of crime scenes, the processing and identification of prisoners and the storage and control of collected property and evidence. This class is distinguished from Supervising Identification Technician and Property and Evidence Supervisor in that the latter are first-line supervisory classes. The Police Technical Services Manager reports to an administrative officer. This is an unclassified position in which the incumbent serves at the will of the Police Chief.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Plans, schedules, and supervises police identification and property and evidence control activities, including crime scene investigation, suspect identification, evidence preservation, and the storage and control of evidence used in the prosecution of criminals.

Manages clerical activities including, but not limited to, report preparation, typing, filing, and the keeping of records associated with criminal arrests and property and evidence storage.

Manages operations related to computerized fingerprint identification, fingerprint comparison, photography, photographic processing, and color imaging systems.

May assist in conducting special investigations.

Prepares employee performance evaluations; counsels and/or recommends disciplinary action and recommends the selection of subordinate personnel.

Manages operations related to various crime lab procedures, i.e., chemical development of latent print evidence, photography of latent prints with specialized light source equipment, number restoration, etc.

Manages operations related to the investigation of major crime scenes including, but not limited to, collection and preservation of evidence, crime scene photography, and crime scene sketches.

Manages operations related to the intake, storage, security, processing and disposition of property and evidence stored by the Police Department.

Manages operations related to the requisitioning and issuing of supplies, equipment, and other materials used by the Police Department.

Prepares and administers the Technical Services Bureau budget.

May appear in court to testify.

Performs related duties as required.

Knowledge, Abilities and Skills

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Knowledge of the principles and practices of municipal budget preparation and administration.

Knowledge of the principles and practices of criminal identification in modern police work.

Knowledge of the principles and techniques of photography, photographic processing and electronic imaging.

Knowledge of state law and municipal codes related to the control, storage, and disposition of property and evidence collected by the Police Department.

Knowledge of the procedures and methods related to the inventory and control of Police Department supplies and equipment.

Knowledge of the current literature, trends, and developments in the field of investigation and identification technology.

Ability to supervise, train and evaluate subordinate staff.

Ability to exercise sound, independent judgment within general policy guidelines and operating parameters.

Ability to prepare or direct the preparation of clear, concise and comprehensive records, reports, correspondence and other written materials.

Ability to make clear and persuasive oral presentations.

Ability to testify in court as an expert witness.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in criminology, business administration, public administration or closely related field; and three years of experience as a supervisor of an Identification Unit which included crime scene investigation, photography, and property and evidence control functions.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____

Director of Human Resources

DATE: _____

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